

## Records Division

### 803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Hudson Police Department Records Division. The policy addresses department file access and internal requests for case reports.

#### 803.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically by Records Division personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 12-00001 would be the first new case beginning January 1, 2012.

### 803.2 POLICY

It is the policy of the Hudson Police Department to maintain department records securely, professionally and efficiently.

### 803.3 RESPONSIBILITIES

#### 803.3.1 RECORDS SUPERVISOR RESPONSIBILITIES

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Administration Lieutenant or the authorized designee. The responsibilities of the Records Supervisor include, but are not limited to:

- Overseeing the efficient and effective operation of the Records Division.
- Scheduling and maintaining Records Division time records.
- Supervising, training and evaluating Records Division staff.
- Maintaining and updating a Records Division procedure manual.
- Ensuring compliance with established policies and procedures.
- Supervising the access, use and release of protected information (see the Protected Information Policy).
- Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
  - Homicides
  - Cases involving department members or public officials
  - Any case where restricted access is prudent

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#### **803.3.2 RECORDS DIVISION RESPONSIBILITIES**

The responsibilities of the Records Division include, but are not limited to:

- (a) Maintaining a records management system for case reports.
  - 1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.
- (b) Entering case report information into the records management system.
  - 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Forwarding reports of suspected prescription drug law violations, opioid-related drug overdoses, narcotic-related deaths or controlled substance prescription thefts to the Wisconsin prescription drug monitoring program pursuant to Wis. Stat. § 961.37.

#### **803.3.3 RECORDS DIVISION PROCEDURE MANUAL**

The Records Supervisor should establish procedures that address:

- (a) Identifying by name persons in reports.
- (b) Classifying reports by type of incident or crime.
- (c) Tracking reports through the approval process.
- (d) Assigning alpha-numerical records to all arrest records.
- (e) Managing a warrant and wanted persons file.

#### **803.4 FILE ACCESS AND SECURITY**

The security of files in the Records Division must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Division, accessible only by authorized members of the Records Division. Access to case reports or files when Records Division staff is not available may be obtained through the Sergeant.

The Records Division will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

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#### **803.4.1 ORIGINAL CASE REPORTS**

Generally, original case reports shall not be removed from the Records Division. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Supervisor. All original case reports removed from the Records Division shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Division.

All original case reports to be removed from the Records Division shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Division. The photocopied report shall be shredded upon return of the original report to the file.

#### **803.5 CONFIDENTIALITY**

Records Division staff has access to information that may be confidential or sensitive in nature. Records Division staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Division procedure manual.

#### **803.6 TEMPORARY RESTRAINING ORDERS AND INJUNCTIONS**

No later than 24 hours after being notified by a court that a restraining order or injunction regarding domestic abuse, child abuse or at-risk individuals has been issued, extended, modified or vacated, the Records Supervisor shall ensure the information is entered into the appropriate databases and is available to other law enforcement agencies (Wis. Stat. § 813.12; Wis. Stat. § 813.1285; Wis. Stat. § 813.115).